

**University of Dundee Merit Awards**

**A Manager’s Guide**

March 2024

**Introduction**

For further background and information rergarding Merit Awards, please see [Merit Award Web Page](https://www.dundee.ac.uk/corporate-information/merit-awards-contribution-related-points-and-accelerated-advancement-points).

This Manager’s Guide has been produced to provide information to Managers nominating a member of their team, to help give guidance on the expectations of the University with regards the information which should be included in the nomination form.

**Eligibility**

All members of staff are eligible for a CRP or AA, (provided they have no unexpired formal warnings on their file for either conduct or capability).

The University particularly wishes to highlight its commitment to ensure under-represented groups, and that all grades of staff are considered for a Merit Award. By nominating staff member(s), the University asks that you are confirming that you have considered all eligible staff in your area. In particular the University is keen to ensure that Manual Staff, Disabled Staff and BAME staff are considered.

Please note that for CRPs it is only staff who are at the top of their grade in the current year (i.e. at 1 January 2024) or staff who are already on a CRP that are eligible. Staff who are not eligible for a CRP because they have not been at the top of their scale since January of the year of nomination cannot be put forward for an AA as an alternative, because they will be at the top of their scale on their incremental date (1 Aug or 1 Oct).

All staff who are nominated must have completed their EDI, H&S and ISAT training. The Reward Team will ensure that this is the case before putting the nomination forward, and if this has not been completed, the application will be returned and cannot go forward to committee this year.

Applications for a CRP or AA are for sustained contribution over a significant period of time. If you have a member of staff who has contributed over a shorter period of time, for example to a project, you may wish to consider recognising their achievement via the Staff Recognition Payment Scheme: [Staff Recognition Payments Scheme (sharepoint.com)](https://dmail.sharepoint.com/sites/RewardRecognition/SitePages/Staff-Recognition-Payments-Scheme.aspx).

**Nomination Criteria**

For a nomination to be successful, it must evidence how the contribution is in line with our Values: **Valuing People, Excellence, Integrity, Working Together, Making a Difference**. Applications should be unique, and detail the individual contributions of a member of staff and not contain the exact same contributions as any other application. Applications must evidence what the contribution has delivered against at least one of the following criteria:

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| **Criteria** | |
| 1. **Continuously exhibited excellent behaviour or attitudes** | 1. **Consistently demonstrated hard work, going well above and beyond the normal expectation. *Please consider effort contributed towards a piece of hard work as well as completed pieces of work*** |

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| **Subsection Criteria** | **Examples**  *These examples are not exhaustive and are provided to give you an idea of the contributions which can be considered within a nomination.* |
| (a) Enhanced the Student Experience (if applicable to role) | * team leadership or project leadership * delivery of effective learning and teaching strategies and practice * tutorial and other guidance to students to help them progress their learning * engagement in continuous professional development which has demonstrably enhanced learning and teaching * excellence in curriculum development * promoting a professional profile within the department or institution * public engagement activities |
| (b) Provided Excellent Customer Service | * enhancing the School’s role and reputation * customer/client/end-user orientation * customer/client satisfaction * innovation in service delivery * high quality service delivery |
| (c) Demonstrated the University Values in their work behaviours | * adaptability to change/flexibility * teamwork * leadership and strategic planning * operational targets * Excellence * Improvement to a Service |
| (d) Delivered or achieved an excellent piece of work or project achieving department or project goals. | * initiation or effective leadership of research programmes * developing high level research skills * disseminating, presenting and publishing research findings * developing the research skills of others * participation in the review of departmental research strategies * developing contacts with external bodies * publication of research in appropriate journals * national or international profile * public engagement activities * quality, course, budet or staff management * recruitment of students * representing the department on external bodies |

**Suggested Application Structure**

Section A of the nomination form requires a statement of case is made for the Merit Award Committee to consider. In terms of what constitutes a good nomination, the example below highlights:

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| **Introduction** | Briefly describing current role,any relevant background. | A Few lines to a paragraph |
| **Current Role Information** | Description of the member of staff’s performance in their current role. | A paragraph |
| **Achievements** | Provide a description of what contribution the member of staff has made, ideally breaking this down into one paragraph per contribution. | We would expect around 200-250 words |
| **Evidence** | Provide a summary here of the areas the nomination relates to. This can be linked to the criteria above, an example may be; ‘*improving operational efficiency’.* | A few bullet points |
| **Impact** | Provide a brief summary of the benefits that the area has benefited from. An example here may be, ‘ *improved management and operational effictevness’* | A few bullet points |

**When your Application will be returned**

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| **If the application does not contain a copy of the latest Job Description and Organisation Chart.** |
| **If the member of staff of which you are nominating has not completed all their mandatory modules.** |
| **If the application has not been signed by the School Manager, where relevant.** |